



BOXBOROUGH PLANNING BOARD

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Nancy Fillmore, Chairman

Julie Carroll, Clerk

Owen Neville

John Markiewicz

James Faulkner

Meeting Minutes

January 23, 2012

7:30 p.m.

Members present:

Nancy Fillmore, Chair

Julie Carroll, Clerk

Owen Neville, Member

John Markiewicz, Member

Eduardo Pontoriero, Assoc. Member

Elizabeth Hughes, Town Planner

Planning Board Meeting Minutes

The minutes of December 19, 2011 were approved as amended on a motion by Mr. Neville, seconded by Ms. Carroll with all voting in favor.

Stow Road Concept Development Committee Charge

The Planning Board was not able to attend the Selectmen's meeting regarding the discussion of the draft charge so the Board reviewed the document, made written recommendations for changes and delivered them to the Selectmen that evening.

Hughes Lane Request for Partial Release of the Performance Guarantee

Ms. Hughes briefly explained that the Developer has requested a reduction in the performance guarantee from \$153,211 to \$33,150.50. Mr. Markiewicz moved to grant the reduction. Ms. Fillmore seconded. Mr. Neville asked for clarification on consulting engineer's statement regarding the location of the bound markers and whether the remaining funds were sufficient. The Town Planner explained that the consulting engineer was able to verify most of the bounds along the roadway, but there were a few others that would need to be verified in the spring. She felt that the remaining funds were sufficient if a few bounds are missing. Ms. Hughes added that the reconstruction of the drainage basins and the repaving of the road appear to have held up well. The Chair called for a vote on the motion, which passed with all voting in favor.

Landscaping/Contractor Use Zoning Discussion

The Board discussed the examples from other communities and determined that they would like to proceed with two classifications of landscaping; landscaping services and landscaping contractors. The Town Planner suggested that landscaping services would not allow the storage or distribution of bulk materials at the site. Mr. Neville suggested that small displays of materials for retail purposes should be permitted. The Board agreed. The Board determined they would first like to look at draft language and then determine where the use was appropriate by right or special permit. Ms. Hughes will formulate a draft reflecting the board's request for categories and then look at districts and how it applies.

Subdivision Rules & Regulations Frontage Requirement

The Town Planner told the Board that the frontage requirement in the Subdivision Rules & Regulations only required compliance with the Zoning Bylaw, which did not address the issue of new lots in a subdivision having access through the frontage. Ms. Hughes suggested amending the Rules & Regulations to include Mr. Neville's statement at the last meeting that the creation of any new lots in a subdivision has to have access through the frontage. The Board agreed and asked Ms. Hughes to schedule the public hearing as appropriate.

Master Plan Update Discussion

Ms. Hughes gave a brief update on the process Acton used to update their Master Plan, which is currently underway. She noted that Acton spent \$180,000 on Phase I, public outreach and will spend another \$90,000 on preparing the Plan. Ms. Hughes did not think this was realistic for Boxborough. She also questioned moving forward with an update when the State was likely going to amend all of the Master Plan requirements with the CLURPA legislation.


Ms. Carroll did not think we should be looking to update the Master Plan at this time, especially with so many moving parts in the State and requirements. The Town Planner agreed, but suggested that the Board move forward with a Town Meeting funding article to at least complete a build-out analysis which would be required to update the Town's Open Space and Recreation Plan and the Housing Production Plan. Mr. Neville thought the Board had already discussed that and determined they did want to have the build-out analysis done. Ms. Hughes said she would put together a draft article for the next meeting.

Haywood Farm Ice Cream Site Plan Cont. Public Hearing – 34 Mass Ave.

At 8:50 pm the Chair reconvened the public hearing. The Board reviewed the draft decision, making various grammatical corrections and revised Condition #5 to delete the Conservation Commission and insert order of conditions, or superseding order of conditions. Mr. Neville also requested that any reference in the decision to a permit be corrected to say a decision. Mr. Neville moved to approve the Site Plan Decision as amended and authorize the Chair, Clerk or Town Planner to sign on behalf of the Board. Mr. Markiewicz seconded with all voting in favor. Mr. Neville moved to close the public hearing. Mr. Markiewicz seconded the motion with all voting in favor.

With no further business, the meeting was adjourned at 9:05 pm on a motion by Mr. Neville, seconded by Mr. Markiewicz with all voting in favor.

On Behalf of the Boxborough Planning Board


Julie Carroll, Clerk